

Alaska State Legislature

Legislative Affairs Agency

Office of the Executive Director

Mailing Address: State Capitol, Rm. 3 ~ Juneau, Alaska 99801-1182 ~ Phone (907)465-3800 ~ Fax (907)465-3234



MEMORANDUM

TO: All Legislators
All Legislative Staff

FROM: Jessica Geary
Executive Director

DATE: March 14, 2018

SUBJECT: Juneau Utility Information and Legislative Housing List

In an effort to limit your inconvenience and expense when settling into Juneau for the session, you may initiate most local utilities by email, phone, fax, or mail—trips to utility offices are generally not necessary. For electric service, please refer to the AEL&P enclosure for details on their application process. In most other circumstances you simply need to let the service provider know you are a Legislator or legislative staff. Enclosed are the AEL&P application forms and other utility information. This information is also available on the Executive Director's Intranet page.

If you are seeking housing, the housing list is updated frequently and available on the main page of the Intranet, under Legislative Branch Links. This list describes homes, apartments and rooms available during session. Also listed are hotels, bed and breakfasts, internet service providers and other services. If you do not yet have access to a legislative computer account, please contact my office for the list.

Lastly, please familiarize yourself with the Alaska Uniform Residential Landlord and Tenant Act (Alaska Statute 34.03.010 - AS 34.03.360). The Landlord and Tenant Act is available for reference on the Department of Law website at www.law.alaska.gov/departments/civil/consumer/3403010.html. Landlords who list with us have agreed to obtain and read a copy of the Alaska Landlord and Tenant Act.

If you have any questions or concerns about housing or utilities, please contact my office.

Enclosures

Juneau Utility Information

ELECTRICITY	
Alaska Electric Light & Power (AEL&P) Phone: (907)780-2222 Fax: (907)780-3571	To avoid the necessity of visiting the AEL&P Lemon Creek office, please see attached
GARBAGE	
Alaska Waste Phone: (907)780-7800 Fax: (907)780-7808 Email: akpacific@akpacific.com Web address: www.akpacific.com/juneau.html	Please call to activate service
INTERNET	
ACS Web address: www.acsalaska.com Phone: (800) 808-8083	GCI Web address: www.gci.com Phone: (907) 463-1402 (in Juneau) (800) 800-4800 (toll-free) Fax: (907) 463-3080
SOUTHEAST COMMUNICATION SERVICES, LLC Web address: http://www.thesnowcloud.net/ Phone: (907) 789-0048	
TELEVISION	
GCI provides cable television service. Please see contact information listed above. AT&T is a DirecTV provider. Juneau Office or online .	

AEL&P APPLICATION PROCESS

Under Section 111 of the Fair and Accurate Credit Transactions Act of 2003, known as the “Red Flags Rule”, AEL&P requires any new applicant for service to visit their office for direct verification of an applicant’s identity; “new applicant” includes anyone who has experienced a break in service, i.e., Legislators and staff who only have service during a legislative session.

The Legislative Affairs Agency has worked with AEL&P to help make this process as convenient as possible under these federal guidelines. Attached are the following forms required for establishing service in Juneau for the legislative session:

1. Application to establish service; and
2. Discontinue Form

AEL&P requests that all legislative customers complete a Discontinue Form and submit with the application for service. You may put an approximate disconnect date and AEL&P will check with you prior to discontinuing service after session end. This new process will help to ensure that legislative customers are not responsible for any charges after leaving Juneau.

Please fill out the application and discontinue form and fax to the Executive Director’s office at 465-3234 or scan and email to any of my staff. Your identity will be verified for AEL&P using one of two methods:

- Your legislative ID (issued by my office)
- A state-issued ID such as a driver’s license. This method requires a visit to the Executive Director’s office – faxed or scanned copies of your ID will not suffice.

Executive Director’s office staff will scan and email the verified application to AEL&P who will then begin the process of activating your account.

APPLICATION FOR SERVICE: *LEGISLATURE*

Alaska Electric Light and Power Company
5601 Tongard Ct., Juneau. AK 99801-7201
(907) 780-2222

New Service Order #: _____

Location #: _____

Customer #: _____

Applicant: _____
Last First Initial SSN# Birthdate

Billing Address: _____
Street/P.O. Box City State Zip

Permanent Mailing Address: _____
Street/P.O. Box City State Zip

Service Address: _____
Street Apartment #

Is the power currently turned on? ☐ Yes ☐ No Date New Service Required: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

ARE YOU THE... ☐ Owner? ☐ Tenant? If so, fill out landlord information below.

Landlord's name

Address

Phone #

Would you like to sign up for electronic billing? ☐ Yes ☐ No E-mail: _____

Is the applicant or co-applicant Tax Exempt? ☐ Yes ☐ No Tax Exempt #: _____

Is a member of this household considered to be 75% disabled or on a life-support system? ☐ Yes ☐ No

Third Party Designation: Is there someone you want to grant **Third Party Designation** to who can get balance information on your account or receive notices of pending disconnections? If so, please list this person below.

Name

Phone #

Your initials

I certify that the applicant is the responsible party of the premises for which this application is made. I have lawful authority to sign this application. My signature on this form authorizes AEL&P to conduct a credit check. I declare that the information provided is true, accurate, and complete to the best of my knowledge. The applicant agrees to pay the applicable rates, and abide by the terms and conditions as prescribed by the AEL&P Tariff. **The applicant is responsible for the cost of all services rendered until AEL&P receives notification either in person or in writing for the closing of this account.** The applicant shall pay any costs associated with the collection of any unpaid balance for this and future utility service. AEL&P has the right to collect the full amount owed from any one of the applicants, where application of service is made by two or more individuals.

Signature of Applicant

Printed Name

Date

THIS SECTION IS FOR OFFICE USE	Applicant I.D. <input type="checkbox"/> ADL <input checked="" type="checkbox"/> Other _____ Document expiration date: _____
	Verified by _____ Date: _____ Connect Fee?
	Moving To: NEW RESIDENCE <input type="checkbox"/> Yes <input type="checkbox"/> No
	New Account #: _____ Rate: _____ Avg. bill: \$ _____ BD?
	Deposit Amount: \$ _____ <input type="checkbox"/> Yes <input type="checkbox"/> No
	PREVIOUS RESIDENT
Account #: _____ Meter #: _____ Initials/Date: _____	

ATTENTION NON - JUNEAU RESIDENTS

DO YOU HAVE ELECTRICITY IN YOUR NAME WITH AEL&P?

**DON'T FORGET TO CONTACT US WITH THE DATE TO
CANCEL YOUR ELECTRIC SERVICE FOR THIS
YEAR'S SESSION.**

Name on account _____

Service address on account _____

Good forwarding address _____

Date to discontinue service _____

Name/Ph#/Email of authorized person to make changes to the end date

Signature _____ Date _____

To ensure the account goes out of your name at the end of session, please submit this form with your application for service. We do not disconnect on Fridays, weekends or holidays. Your closing bill will reach you two to three weeks after the final date of service. You may email this request to mary.katasse@aelp.com or service@aelp.com or fax to 780-3571.

It has been a pleasure serving you. See you next session.

----- OFFICE USE ONLY -----	
Between Tenant Agreement Yes _____ No _____	LOCATION # _____
Landlord # _____	SERVICE ORDER DATE _____
Acct # _____	SERVICE ORDER # _____
Connect Fee? Yes _____ No _____	DISC. TYPE _____